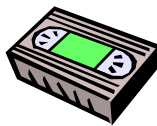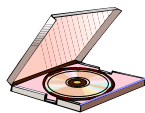# 2004 PAAP Media Guidelines

INTRODUCTION TO PAAP MEDIA

Students appropriate for participation in the Maine Educational Assessment (MEA) through the PAAP are among those students least likely to be able to demonstrate what they know and can do through paper and pencil tasks. For that reason, media based evidence may be an important component of some PAAPs. Guidelines for the use of media as part of the PAAP are necessary to provide the consistency that will allow the student work to be scored. Requirements for a variety of media based formats are addressed in this document.

DEFINITION OF PAAP MEDIA

PAAP Media is defined as any photograph, videotape, audiotape, movie, digital slide show, or other digital presentation that accompany a PAAP. All of these types of media are useful tools to demonstrate a student's understanding of the activities/tasks related to the Content Standard Entry being assessed. They can provide clean, objective, and accurate documentation of a student's accomplishments. This is especially true if the student cannot demonstrate his/her knowledge and skills through traditional language, either due to disabilities or Limited English Proficiency (LEP). All media, with the exception of photographs, may be used as either the primary, or the secondary, means of documentation of a piece of evidence. Photographs may only be used as a secondary means of documentation. The following sets forth the guidelines each of these types of media **must** conform to in order to be scored.

PERMISSIONS AND PRIVACY FOR ALL PAAP MEDIA

- Permission must be signed in advance by the parent or guardian for any student submitting identifiable evidence such as an audiotape, videotape, or photograph. A sample permission form can be found on page 36.

- The student's privacy must be protected at all times. You may not photograph or videotape personal care routines such as bathing, dressing, etc.

- Confidential information, such as a student's disability, may not be disclosed by anyone other than the student.

PHOTOGRAPHS OF STUDENTS OR STUDENT WORK

Photographs can not function as stand alone evidence. In addition to the accompanying Task Descriptions, captions, charts, observation data **must** provide specific information about each component of the task pictured. All photographs **must** be dated and taken during the current school year. Photographs of student work do not have to be taken by the student.

2004 PAAP Media Guidelines Checklist

PAAP Media _must_ meet the following guidelines in order to be scored:

✓ be recorded on a **new** VHS, cassette tape, compact disc, floppy disc, or DVD as applicable.

✓ be clearly labeled with the student's name, grade, and school.

✓ be physically secured in the front of the PAAP binder inside a clear plastic pencil case sleeve.

✓ contain evidence for only **one** student per piece of media.

✓ contain no segment longer than 3 minutes.

✓ have each segment organized in the same order as the PAAP by Content Area (alphabetical), Content Standard (alphabetical within Content Area), and Performance Indicator (numerical order within Content Standard) when multiple segments are used as evidence. This may require editing.
  - Editing is permissible as long as it does not enhance or detract from the student's actual level of performance.

✓ have each segment clearly initialized with the Content Area, Content Standard, and Performance Indictor being assessed
  - Video: video a placard with this information prior to the student's work
  - Audio: speak this information prior to the student's work
  - Slide Shows: first slide must clearly indicate this information
  - Movies: opening must clearly indicate this information

✓ be planned and developed using the PAAP Video/Audio Script (page 32) prior to the actual taping process. The script must be submitted as part of the PAAP and be attached to the related Task Description.

✓ have a detailed Content Standard Entry Slip, Task Description, and a PAAP Video/Audio Script. The "Media" boxes must be checked on the Table of Contents and the Task Description for all media except photographs.

✓ be accompanied by a written transcript if any of the auditory parts of the segment(s) may be unclear to the scorer.

✓ be accompanied, when appropriate, by additional evidence to ensure clarity of the task.

✓ include only actual student performances of the activity/task in real time from beginning to end. Any explanations/commentary that would normally be a part of the activity/task (ex. giving of directions) may be included. The inclusion of any other type of commentary is not permissible.

✓ include only students, teachers, etc. that would normally be a part of the activity/task.

✓ not be altered or fabricated in a way that provides information that is false or portrays the student's level of performance inaccurately.

✓ be related to content that is clearly aligned to the related PAAP Rubric, Content Standard, and Performance Indicator identified, and the content must be clearly understandable to the scorer. Scorers can NOT assume anything, so provide detailed information on the Task Description and the PAAP Video/Audio Script.

✓ A list of the computer programs, digital slide shows, etc., that will be accepted can be found at www.mecas.org/paap/digitalmedia